

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 12, 2005

PRESENT: LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Gregory C. Begin, Interim
RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chief Richards, Carl Knapp, Forrest Esenwine, Ginger Esenwine, Richard Ludders, Jim Marshall, Tina Pelletier, Bob Knapp, Matt Esenwine, Alexander Lescatre, Dave Smart, Merritt Peaslee

6:35 Vice Chairman Methot called the meeting to order.

Chief Richards discussed with the Board having the extra clean-up and brush removal performed around the cisterns. Chief Richards asked the Board about expenditures stating there is work needed at the South Weare Fire Department and Training to be done. Vice Chairman Methot said the Fire Department is known for waiting to the end to spend money they need to have things done. Chief Richards said they had payroll issues. Vice Chairman Methot said all expenditure requests need to be in by the next meeting, if not then it is too late.

1. DEPARTMENT HEAD – Mr. Carl Knapp discussed with the Board using their Holiday time before they lose it. The Board determined the Transfer Station will close at noon on Friday, December 23, 2005 and remain closed until Tuesday, December 27, 2005. Selectman Kurk commented on hiring Justin Fitzgerald at \$12.00 an hour while Dave Hathaway has worked for the town for a couple of years and his salary is less than \$12.00. Mr. Knapp said Mr. Hathaway was hired just before the pay scale changed.

Selectman Kurk moved, Selectman Osborne seconded to increase David Hathaway's salary to \$12.25 an hour retroactive to November 28, 2005. Passed 4-0-0.

2. PUBLIC PARTICIPATION – Mr. Richard Ludders informed the Board he is submitting a Petition to prohibit sludge spreading in the town of Weare. Sludge is a solid containing metal and comes from waste water treatment plants. Mr. Ludders stated this is not a large concern for the town at this time but he would like to have an ordinance set in place to prevent the contamination of water sources in the town. The Board told Mr. Ludders he needs to submit the petition to Evelyn Connor before December 14, 2005. Selectman Kurk asked if any surrounding towns have this ordinance. Mr. Ludders said they have bans against sludge spreading but do not have ordinances.

3. ADS FINANCE SOFTWARE PRESENTATION – Ms. Tina Pelletier introduced Mr. Jim Marshall who will be demonstrating ADS Finance Software. Mr. Marshall distributed packets to the Board. Mr. Marshall told the Board ADS has been developing accounting software for schools and they now write software in Windows. They Specialize in Fund Applications and have written and developed the software from the ground up. ADS is an aggressive developer which can keep the town updated. Mr. Marshall said ADS has a strong software

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support network and training team. Training classes are held throughout the year and onsite visits when needed. ADS offers processing in powerful Position Based Payroll or Employee Based Payroll and is optimized for MS Windows/NT/2000/XP. Mr. Marshall said with ADS every entry hits the General Ledger immediately and has the capability to lock out accounts and restrict access in other departments. There is a Drill Down to Payment ability to have all accounts immediately without getting up to look it up. ADS Financial Statements and Summary level report allows the capability to track encumbrances and how much they have left to spend. Mr. Marshall has already viewed the server to see if it is compatible and stated it needs more RAM. Ms. Pelletier received an estimate of \$200-\$300 to increase the RAM. Vice Chairman Methot asked if this is a 3 user program. Mr. Marshall said it is a 2 user program. Vice Chairman Methot asked how much will the system cost. Mr. Marshall said the turn key price, including installation and training is approximately \$24,000, with an annual fee of \$3,400 to cover quarterly updates and unlimited technical support. Updates are sent via CD and customer installs them. Selectman Kurk asked about timeline to install the software. Mr. Marshall said February 1, 2006 is a realistic timeframe. The Selectmen said they would discuss the issue and get back to Mr. Marshall.

4. BUILDING ON HUNTING CAMP ON CLASS VI ROAD – Mr. Alexander Lescatre informed the Board he had spoke with Chip Meany and he told him the hunting camp is legal but he needs to obtain approval from the BOS. The camp would be located on Mountain Road all the way to the end past the power lines and entrance to Ferrin Pond. Mr. Lescatre said the camp would be 18 x 20 and there would be no running water, no power, the camp will be run by a generator, it would be an open cabin with no rooms, bunk beds, wood stove, and an RV toilet. Selectman Kurk asked about the lot size. Mr. Lescatre said there is 7 acres of land. Vice Chairman Methot asked how often the cabin will be used. Mr. Lescatre said about twice a month. It was discussed the closest neighbor was $\frac{3}{4}$ mile in on dirt road. Would like to build the cabin next summer. The land is in his Grandmother's name and she will transfer the land to him if he gets approval. Vice Chairman Methot said if this gets approved there will be conditions put upon it. The Board will ask Chip Meany to come in on January 16, 2006 to discuss this further. Vice Chairman Methot asked Mr. Lescatre to draw up plans and get them further information from his Grandmother with a notarized letter and there will abutters notices that he will have to pay for. Mr. Forrest Esenwine stated this would have to be a 2 step process and this will also have to go before the ZBA.

5. PUBLIC HEARING – To receive information and testimony at the request of Mystic Brook, LLC to accept approximately 2,950 LF of Holly Hill Farm Drive as a Class V Town maintained road. Jim Donison recommended that the Board hold \$5,000 in addition to the warranty bond for outstanding items to be confirmed in the spring of 2006. It was discussed there would not be a problem with the bond. Vice Chairman Methot asked if an As Built has been done, it will be a requirement when the whole project is done.

Vice Chairman Methot opened the public hearing at 8:04 p.m.

Vice Chairman Methot said all the requirements they were asked to perform by the Planning Board have been met. Selectman Kurk asked if there was any problem with run off onto Flanders Memorial. They said there is no problem with drainage. Selectman Kurk asked if there was any problem with any abutters, there were no problems. There were 45 houses total. Mr. Knapp stated his only issue was the road needed to be clear of snow and he checked it today and it is ready to be accepted. It was discussed there are some driveways which still need final sealing. Mr. Knapp said there are no drainage problems.

Vice Chairman Methot closed the public hearing at 8:15 p.m.

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Vice Chairman Methot moved, Selectman Kurk seconded to accept approximately 2,950 LF of Holly Hill Farm Drive and recommend the Board hold \$5,000 for warranty to have work completed in the spring of 2006. Passed 4-0-0.

6. HIGHWAY BUDGET – Mr. Carl Knapp stated the Highway Budget is up 8%. Mr. Knapp said cutting edges have doubled in price and there is a large increase in fuel. Transfer station 3% demolition up, co-op went up very little this year. Mr. Knapp said having a July budget would help because of unforeseen storms. Selectman Kurk asked Mr. Knapp where he stood at this budget right now. Mr. Knapp said there is 7.86% left in his budget. Discussion on worker's compensation, insurances, Selectman Kurk asked when all the insurances are paid will his budget be down to zero. Mr. Knapp said not zero but low. Selectman Kurk asked if he needs to encumber anything. Mr. Knapp said just road reconstruction which is separate. Selectman Kurk asked Mr. Knapp if he had to remove something off his proposed budget what would he do. Mr. Knapp said it would be up to the Board to tell him what not to do. Selectman Kurk asked if they did road side mowing. He said he did not. Discussion on radio antennas and the need of a collaborative effort to share antennas.

Matt Esenwine questioned the number of cutting edges being purchased. Matt Esenwine stated the Finance Committee voted to encourage a zero percent tax increase. Because the town got their budget passed for the first time in years last year the Finance Committee would like to try and keep the budget in line. The CIP program has been designed with growth in mind and is controllable; there are some things you can't control. Vice Chairman Methot said the CIP Committee is trying to take a different approach. The Finance Committee said there can be increases in the budget but with that in mind there is an increase in revenue so they would like to see a zero percent tax increase. Selectman Kurk questioned Mr. Knapp if he was doing work for other departments how is it reflected in the budget. Mr. Knapp said it would not be reflected in the budget but he keeps track of it in his worksheet. Selectman Fiala asked with the exception of the road accepted tonight how much new road have they accepted this year, Mr. Knapp said just under 1 mile. Vice Chairman Methot asked Mr. Knapp if it is fair process to charge individual departments for their repairs, he said it was done like that in the past. Basically it would decrease his budget slightly but increase other Department's budgets. Mr. Knapp said there are a lot of vehicles in this town being maintained by 1 mechanic, so all the guys try and chip in when they can because there isn't enough time for 1 mechanic to perform all the work. Mr. Knapp said they track the time but do not charge other departments.

7. POLICE DEPARTMENT BUDGET – Chief Begin informed the Board there was an increase in line 110. It was discussed there is no receptionist on Thursday and Friday therefore the Administrative Secretary has to also be the receptionist on those days. Chief Begin is proposing to increase the part-time officer's hours. Chief Begin will be requesting 2 new officers on a warrant article, these officers would be working the midnight shift giving the town 24 hour coverage. It was discussed 70% of the school resource officer (SRO) salary is reimbursable. Selectman Kurk asked Chief Begin why his bottom line from his budget did not coincide with what is in the town report. Chief Begin does not know why. Chief Begin discussed his overtime line with the Board. Chief Begin stated there is an increase because next year one of his officer's will be at the training academy for 3 months and he needs to cover the officer. Chief Begin stated his big increase is in contracted services and there is a dispatching increase of 3%. There is no contract on generator maintenance radio maintenance or HVAC. There was a discussion on there being no storage at the Safety Complex and Chief Begin would like to build a storage shed. Chief Begin informed the Board he would like to keep the new building looking new and make sure it is maintained properly. Chief Begin would like to request a cleaning person; currently his officers do the cleaning. Chief Begin informed the Board he added \$3,000 to his budget for uniforms. There is a large increase in fuel and adding 2 officers will increase the usage. Chief Begin mentioned he did get a quote for a storage shed to be built to look like the Safety Complex. As drafted the Police Department budget is up 16%. Mr. Esenwine stated he would like to see 24 hr Police coverage but feels

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the budget is too high and very unlikely to get passed. Discussion on software for the Police Department and Fire Department because the modem on the Police Department side keeps shutting down overnight and has to be rebooted daily.

8. MANIFESTS

Vice Chair Methot, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated December 15, 2005. Passed 4-0-0.

Accounts payable	\$66,939.92
Gross Payrolls	<u>\$36,397.28</u>
Total	\$103,337.20

8. ADMINISTRATIVE REPORT

Chief Begin mentioned he has received some emails from the Senior Exercise program regarding waiving the fees for the renting of the Town Hall. It was discussed they need to determine if the program makes money and if so they should pay the fee; if not the fee should be waived. It will be discussed at the next meeting.

There was a discussion concerning special detail work and an Officer is paid through his salary and through payroll just like he normally would, a bill goes out at the detail rate plus 25% plus \$10.00 an hour per cruiser. This goes into a special account which offsets this expenditure.

Vice Chairman Methot mentioned the Board does not have written authorization to allow private citizens to work on Class VI roads.

Selectman Kurk mentioned to the Board she would like to do some bonuses this year. Vice Chairman Methot said he does have a problem with that because they are a municipality. Selectman Kurk feels there are several employees who have gone above and beyond to help out. Vice Chairman Methot said they can converse on the matter further when the Chairman is present.

Vice Chairman Methot moved, Selectman Kurk seconded to adjourn at 10:35 p.m. Passed 4-0-0.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary